



## ANNEXATION APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Department to review annexation proposal.
2. Complete the attached annexation application (see pages 3-5).
3. Provide the following along with the completed application:
  - a. **Legal Survey of Parcel:** A legal survey of the parcel to be annexed, tied at least to one section corner, with the metes and bounds description written in a counterclockwise direction. One copy, both on paper and digitally should be provided, drawn to a scale of no less than one hundred feet to the inch (1" = 100').
  - b. **List of Owners of Parcels:** A list of the owners of the parcels to be annexed. If the individual ownership is larger than five (5) acres, a notarized statement requesting annexation must be included (see page 6).
  - c. **LID Statement:** A statement by the owners indicating whether they agree or do not agree to participate in a Local Improvement District (LID) for all standard improvements to the right-of-way adjoining the property.
  - d. **Vicinity Map:** A vicinity map showing property divisions and ownerships within three hundred feet (300') of the external boundaries of the parcel (rights-of-way are excluded from the measurement). Provide two sets of labels with the names and addresses of all adjoining property owners within three hundred feet (300') of the subject property.
  - e. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area to be annexed along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the property to be annexed.
  - f. **Independent Highway District:** Acknowledgement that annexation into the City of Sandpoint will result in annexation by the Independent Highway District (see page 7).
  - g. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the Planning forms and fees webpage at [www.sandpointidaho.gov/planningfees](http://www.sandpointidaho.gov/planningfees).

## **REQUIRED STANDARDS FOR ANNEXATION**

- A. Fire hydrants shall be installed by the applicant at the direction and discretion of the Fire Chief.
- B. Sidewalks shall be constructed to City standards along the through streets as directed by the City Council.
- C. A landscape maintenance plan, approved by the Planning Commission, shall become part of the annexation requirements. Failure to maintain property in accordance with such plan shall constitute a nuisance subjecting the property owner to criminal and civil penalties and assessment for maintenance provided by the City.
- D. Owners of parcels previously developed shall be required to make dedications or improvements to conform to the ordinances in effect at the time of annexation, unless specifically exempted by the City Council.
- E. Where annexation affects property on only one side of a public right of way, no part of the public right of way shall be included in the annexation.
- F. Where annexation includes a public right of way, property annexed must be of a depth of not less than fifty feet (50) wherever it lies adjacent to the public right of way.